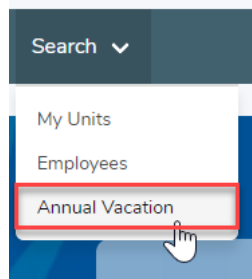

mySchedule Manager Guide - Annual Vacation - View Calendar After Round 5

Introduction

After processing Round 5 in mySchedule, you may receive additional requests using the Annual Vacation Request PDF forms. This document explains how to view the quota for each employee – All 5 rounds must be processed before using this tool. Quotas may fluctuate during Staffing entry of approved requests into ESP.

Access the Annual Vacation Module

1. Login to myschedule.northernhealth.ca with your Northern Health user account.
2. Select Annual Vacation from the **Search** menu item located in the top left of the screen:



Search Annual Vacation

1. Using the Employee First Name, Employee Last Name, and/or Employee Number fields, search for the specific employee you want to view. Partial entries of names are permitted

Search Annual Vacation

Employee First Name

e.g.: Jane

Employee Last Name

e.g.: Smith

Employee Number

e.g.: 12345

2. Select **Search** to find the vacation results for that specific employee.

Accessing the Quota Calendar

1. From the Annual Vacation Search Results page find the employee record for Vacation Round 5, and select the Details button on the right side of the page

Vacation Process	Vacation Group	Vacation Round	Approved Dates	Number of Preferences	Status	
Northern Health Annual Vacation Planning 2020	PG Staffing Team	Round 5	Oct 16 2020 - Oct 19 2020	3	Processed	Details
Northern Health Annual Vacation Planning 2020	PG Staffing Team	Round 4	Feb 18 2020 - Feb 21 2020	3	Processed	Details
Northern Health Annual Vacation Planning 2020	PG Staffing Team	Round 3	May 19 2020 - May 20 2020	3	Processed	Details

2. On the Annual Vacation: Detailed Results page for this employee, select the View Calendar button to view the calendar.

Processed: Yes

Employee Comment:

View Calendar

Ranked Requests

Order	Requested Dates

3. The calendar will display the quota status for that specific date – please remember that approvals after Round 5 will not be reflected in this calendar.

